



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TDD/TTY 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Agenda Item: 2h

Memorandum

TO: Administration Committee

DATE: September 3, 2014

FR: Executive Director

W. I. 1122

RE: Contract Amendment - Transit Passenger Surveying Services: ETC Institute (\$200,000)

This memorandum seeks the Committee's approval to enter into a contract amendment in an amount not to exceed \$200,000 with ETC Institute (ETC) to complete a survey of Caltrain passengers.

Background:

In April 2013, this Committee approved a pre-qualified consultant panel of the following three firms to collect and analyze transit passenger demographic and travel data from Bay Area transit agencies, including Caltrain, with the goal of surveying all TDA-claiming operators within a five-year time horizon: Corey, Canapary, & Galanis; Redhill Group Inc.; and ETC. Survey data gathered by firms on the panel will be used to support Title VI equity reporting requirements and to refine regional analytical planning tools.

For the Caltrain survey work, MTC issued a mini-procurement from the pre-qualified panel, and ETC scored highest based on familiarity with relevant sampling methodology, geolocation of transit trip locations in real time, and price. ETC has previously performed surveys for Napa Vine Transit, Tri Delta, and BART under its contract with MTC. This contract amendment will augment funds necessary to develop and administer the Caltrain survey of approximately 4,000 passengers.

Recommendation:

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with ETC in an amount not to exceed \$200,000 to perform the transit passenger survey of Caltrain passengers.

Steve Heminger

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REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract Amendment

Work Item No.:	1122
Consultant(s):	ETC Institute, Olathe, KS
Work Project Title:	Transit Passenger Surveying Services
Purpose of Project:	Collect and analyze transit passenger demographic and travel data from Bay Area transit agencies.
Brief Scope of Work:	Collect transit passenger survey data that will be used to support Title VI equity reporting requirements for transit riders and to refine regional analytical planning tools.
Project Cost Not to Exceed:	\$200,000 (this amendment) Total contract before this amendment: \$1,243,530 Total Authorized Contract after this amendment: \$1,443,530
Funding Source:	FHWA Planning Funds and FTA 5303
Fiscal Impact:	Funds are included in the FY 2014-15 agency budget.
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with ETC Institute to continue transit passenger survey work, as described above and in the Executive Director's memorandum dated September 3, 2014, and the Chief Financial Officer is authorized to set aside funds in the amount of \$200,000 for such contract amendment.
Administration Committee:	<hr/> Adrienne J. Tissier, Chair
Approved:	Date: September 10, 2014